

ONE STOP OPERATIONS COMMITTEE

September 28, 2017

8:30 A.M.

Cornell University Human Resources

PRESENT: A. Bishop, K. Cerasaro, B. Dickens, K. Kersey, L. Dillon
EXCUSED: L. Holmes, P. Levesque, S. Pronti
STAFF: J. Mattick, J. Luu, J. Mouillesseaux-Grube

Call to Order

Chairman Bishop called the meeting to order at 8:38 a.m.

Center Manager/Director Search Update

Ms. Mattick reported it has been three months since former director Diane Bradac left the position. There were 12 candidates in the initial pool and it was narrowed down to 7. From there it was further decreased to 4, 2 of which have since withdrawn their applications. Interviews were conducted last Friday of the remaining candidates and the search committee will be having a conference call later today to discuss next steps.

Ms. Dillon arrived at 8:40 a.m.

Ms. Mattick stated the biggest concern is whether the remaining individuals have the financial background that is necessary to be successful in the position and she will be recommending that an exercise be put together to look at their aptitude.

The committee discussed the process to date, what qualities are necessary for a successful candidate and there was consensus that if the individuals do not have the necessary strengths that the search be reopened.

Ms. Mattick stated one additional concern she has is the One-Stop Certification that needs to occur and this will be difficult when there are either vacancies or interim directors in two of the three members of the consortium (Office of Employment and Training and the Department of Social Services). She noted that guidance hasn't been issued yet by the State, but she knows some of the requirements will have a very short turnaround time.

Demographics Report – July 1, 2016 through June 30, 2017

The Committee reviewed the demographics reported of active participants prepared by Ms. Mouillesseaux-Grube. She reported the report includes both Unemployment Insurance and Non Unemployment Insurance participants. In the upcoming quarter it will be possible to show trend lines now that there is sufficient data available. She noted two areas that are trending upwards include individuals with disabilities and African American individuals receiving services. The number of individuals whose education levels are less than high school have also gone up. She stated there have been two High School Equivalency classes in the last year which has helped, but that number has been reduced to one.

There was discussion about BOCES receiving federal funding and needing to meet the requirement of moving people towards employment. The fact that BOCES is not co-located at the One Stop is concerning and ways are being explored to bring them on site. It was also noted that the number of co-enrollments in Titles 1 and 2 should start to be measured. Ms. Mattick stated baseline data has been requested from the State, but they are unable to provide it. She stated information about individuals receiving Public Assistance and Food Stamps has also being requested from the State.

Looking further into the report, Ms. Mouillesseaux-Grube reported there had previously been a high number of individuals who were "undisclosed" in terms of their sex and this was a training issue with a staff member and has since been corrected. She also stated that some individuals don't fully complete their applications so their information is obtained through other sources such as UI or in house registrations. Staff have undergone training to try to ensure that everyone is doing their data entry in the same manner and staff are also engaging with folks on a deeper level to obtain information.

2017-2018 Workplan

Due to time constraints the 2017-2018 work plan discussion was held over to the next meeting.

Demand Occupations Review

Ms. Mattick reported she has not had an opportunity to send the demand occupation list out to Board members for feedback as she is still reviewing the list. It is anticipated that the list will be brought to the December Board meeting for approval.

Director's Report

Ms. Mattick reported that the Memorandum of Understanding has been completed and is out to all parties for signatures. She stated the second part of the process, infrastructure costs, is due to the State by mid- November and meetings are being scheduled to begin discussions.

Approval of Minutes

It was Moved by Mr. Dickens, seconded by Mr. Kersey and unanimously adopted by voice vote of members present to approve the minutes of July 6, 2017.

Adjournment

The meeting adjourned at 9:30 a.m. The next meeting is scheduled for Thursday, November 9, 2017 at 8:30 a.m. at the Cornell Recruitment and Employment Center. (The meeting was subsequently canceled.)